

# **Community Consolidated School District #46**

**Board of Education Meeting  
Wednesday, October 7, 2009  
7:00 p.m. – Middle School**



# Agenda

**TENTATIVE AGENDA  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT #46  
BOARD OF EDUCATION MEETING  
WEDNESDAY, OCTOBER 7, 2009  
GRAYSLAKE MIDDLE SCHOOL – 7:00 P.M.**

- A. Call to Order/Roll Call**
- B. Establishment of Quorum**
- C. Approval of Agenda**
- D. Pledge of Allegiance**
- E. Public Comments**
- F. Consent Agenda**
  - 1. Approval of Minutes as presented:
    - Sept 8, 2009 - Community Public Forum
    - Sept 16, 2009 – Regular Meeting
  - 2. Approval of Accounts Payable as presented
  - 3. Approval of September 30, 2009 Exceptions Register Summaries as presented
  - 4. Approval of Personnel Report as presented
  - 5. Approval of the Treasurer's Report for April, May, & June 2009 as presented
  - 6. Approval of the Expenditure's & Revenue Report for June 2009 as presented
- G. Board/Superintendent Reports**
- H. Old Business**
  - I. Discussion Items**
    - a. Continued discussion regarding 1999 and 2004 Bonds – Brad Goldstein  
- Defeasance vs. abatement
    - b. Discuss Agreement with Franczek Radelet for General State Aid – Brad Goldstein
    - b. Plan for Use of Special Education Stimulus Money – Ellen Correll & Lynn Barkley
    - c. Enrollment Update with an explanation of higher numbers at MS – Lynn Barkley
    - d. Board Training Needs – Mary Garcia
    - e. Collective Liability Insurance Cooperative Fiduciary Policy to Insure Against Liability  
for 403B Plans
    - f. Board Meeting Dates for December, 2009, March & June 2010
- I. New Business**
  - II. Discussion Items**
    - a. Continuing Disclosure Contracts – Brad Goldstein
    - b. Bid for Bleachers and Backboard Service Compliance and Inspection per State – Brad Goldstein
    - c. Global Compliance Network Training for Staff – Brad Goldstein
    - d. Administrative Salary Compensation Report – Brad Goldstein
  - III. Action Items**
    - a. Superintendent Recommends Approval of Defeasance of 1999 bond money
    - b. Approval for Franczek Radelet State Aid Agreement as presented
    - c. Approval of Bidding for Bleachers
    - d. Approval of Global Compliance Network Training
- J. Future Agenda Items**

**K. Public Comments**

**L. Closed Session – Open Meetings Act 5ILCS 120** – To consider information regarding appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district.

**M. Adjournment**

**Thank you for attending the meeting of the Board of Education. You are reminded that these are meetings held in public but are not public meetings. You are welcome to address the Board during “Public Comment”. You are asked to limit your remarks to fewer than four minutes. Guidelines for Public Comment are available at each meeting along with the current agenda. Board members and/or administrators may be contacted to respond to specific questions at:**

**Board Members**

Michael Carbone	223-3540 ext. 5648
Sue Facklam	548-2930/223-3540 ext 5565
Mary Garcia	223-3540 ext 5691
Michael Linder	223-3540 ext 5692
Ray Millington	223-3540 ext 5678
Keith Surroz	223-3540 ext 5679
Karen Weinert	548-0436/223-3540 ext 5664

**Schools**

District Office	223-3650
Avon School	223-3530
Prairieview School	543-4230
Woodview School	223-3668
Meadowview School	223-3656
Park School	201-7010
Frederick School	543-5300
Middle School	223-3680

# Consent Agenda

# Minutes

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46  
BOARD OF EDUCATION MEETING  
COMMUNITY PUBLIC FORUM  
SEPTEMBER 8, 2009**

The Special Board of Education Meeting of the Community Consolidated School District 46 Lake County, Illinois was held at Grayslake Middle School, 440 N. Barron, Grayslake, IL 60030 on Tuesday, September 8, 2009.

President Garcia called the meeting was called to order at 6:01 p.m.

**ROLL CALL:**       **Members present:** Facklam, Carbone, Millington, Garcia, and Weinert.  
                      **Members absent:** Linder and Surroz.  
                      **Also Present:** Superintendent Ellen Correll, Assistant Superintendent Lynn Barkley, and Chief School Business Official Brad Goldstein.

Quorum was established and the Pledge of Allegiance took place at this time.

**APPROVAL  
OF AGENDA:**

Motion was made by Facklam, seconded by Weinert for the approval of the September 8, 2009 Special Meeting Agenda as presented. **Ayes:** Facklam, Carbone, Millington, Garcia and Weinert. **Nays:** None. Members absent: Linder and Surroz.  
**Motion carried.**

**PUBLIC**

**COMMENT:**       There was none.

Board Member Weinert left the meeting at 6:09 p.m.

**NEW BUSINESS:**

President Garcia welcomed the community to the forum and explained there are some 3x5 cards for questions and asked the audience if anyone had any questions to please write them down, it may be answered during the presentation but if not, there will be time provided for Brad to answer questions at the end. Superintendent Correll asked that if those that are present could fill out the surveys because this would help to prepare for future forums. The next forum is scheduled for November and it will be on curriculum. At this time Superintendent Correll turned the discussion over to Brad Goldstein.

Brad prepared a PowerPoint presentation to show and discuss in laymen terms, information regarding Property Taxes and School Finance 101. The discussion included local, State and revenue sources for Illinois School districts, major school

funds, District 46 tax rates, property taxes, how do our total tax rates compare, and a budget and levy cycle.

Approximately \$47.54 million would be received from local property taxes for District 46.

- \$28.76 million from property taxes
- \$11.74 million from state funding
- \$2.78 million is flow through for TRS
- \$1.56 million in state categorical aid
- \$1.13 million in other funding
- \$1.06 million in federal funding and,
- \$500 thousand in interest.

Brad explained the expenditures for the 2009/10 school year for District 46 would be broken down as follows:

Approximately \$48.98 million in expenses will be incurred in FY 2010.

- \$23.48 million will be spent on salaries
- \$7.96 million will be spent on benefits and payroll taxes
- \$6.53 million will be spent on purchased services
- \$3.32 million will be spent on supplies and materials
- \$1.03 million will be spent on capital outlay and
- \$6.56 million will be spent on other objects including bond principal and interest

The Education Fund is used to pay the regular expenses associated with providing education to our students and these expenses include teacher's salaries, textbooks, computers and other classroom supplies. The Operations & Maintenance Fund is used to pay for the regular operations and maintenance on the seven buildings in the District. Bond and Interest Fund is a debt service on all the District's general obligation debt, which is paid from this fund. The Transportation fund is only revenues and expenditures related to transportation. The Tort Fund is maintained to pay for property, liability and worker's compensation coverage.

Brad also discussed the District's partnership with PMA, which is a company that specializes in school district funding and does the investing for District 46.

For a more in depth breakdown of the presentation – please see attached.

The presentation was completed and questions from the audience were accepted.

**Q: Why do we pay yearly registration fees and taxes, who determines the registration fees and what happens when families do not pay theirs?**

A: All Districts have fees and the philosophy is there should be user fees. We do have a collection agency and we try to work with parents. This



year we had a promissory note and if you qualify for free or reduced Lunch then your fees were reduced accordingly. The fees are set by the Board of Education with recommendations from the administration.

**Q: Of the \$6,190, how much does each student actually use?**

A: The State foundation level is \$6,190, we actually spend more around \$9,500 to \$10,000. It's used to provide textbook, computers, and staff salaries, teachers, it pays for their benefits - we actually go beyond the foundation level.

**Q: How often are outside services i.e., food service, Jani-King, competitively quoted out?**

A: We bid out and it's dictated by law. Food service – you sign on for a one-Year agreement and it can be renewed for up to four-years after that or five-years. Janitorial service for up to three-years. And if we don't go with the lowest competitive price, the Board has to establish a reason.

**Q: Did District 46 receive the last million dollars owed to it by Illinois?**

A: Not yet – we're still waiting. We haven't heard from the State, haven't received any guidance on what's going on with that.

**Q: What does next years budget look like?**

A: We have a balanced operational fund with a surplus overall due to difference in the bond cycle.

**Q: Do you anticipate reductions to be made in the spring to alleviate any anticipated debt?**

A: We have to look at that after we get the PMA Analysis to see what we look like and then we could be working with the Administrators and the Board as to how we would deal with that. If there are cuts after that need to be made, we would discuss them and I imagine we would share that with PMA before we make any of these final decisions.

**Q: How accurate are the PMA Projections and did PMA projections two or three years ago forecast the shortfall we're experiencing in 09?**

A: That's a question I'll have to go back and look at a little bit deeper. I haven't gone back and looked at PMA's analysis.

**Q: What is the percentage of families receiving reduced lunches and registration?**

A: These are pretty much last years totals – they have gone up. District wide we currently have 18.02% for low income with a low at Meadowview of 1.5%, Avon is pushing up to 40%, so it's pretty despaired across the District. But District overall is about 20%.

**Q: Is there a bar graft to show relationship between budget and school ratings?**

A: No – Report Cards come out in the fall.

**Q: Can the bonds be evaluated to reissue at a lower rate?**

A: Most of them are locked in when you sign for them.

**Q: Is it possible to issue new bonds and pay off the other ones early?**

A: No – there's bonds that are set. It's just like a mortgage and there's penalties fees if you pay them off early and these are similar.

**Q: Have you ever thought of having a community task force where parents and community have a say in prioritizing cuts and what's important, what's not?**

A: We haven't discussed that at this point. The last time that we made cuts, we had a discussion in public, where we were looking at the cuts. Ellen came up and she explained which cuts would be made and why. And then the Administrators talked, we talked, she talked and they by conscience, we came up with which cuts would have the lease amount of impact on the learning of the kids. Discussion followed.

**Q: With regards to the District getting information out to the public, what about using the messaged boards outside the schools?**

A: Those are venues that we will use in addition to now several schools have facebook, Twitter, and some of those other things we haven't had in the past. Discussion followed.

**Comment/Question:** In January that meeting that discussed the possible reductions was not staff related, so that was all operations and those types of things. I know you can't discuss staff specifically but class sizes are bigger this year and I think that was something that was a big concern to the parents and has become more of a concern even though they have been started to be managed and I think that while you can't discuss the staff specifically, if there's a possibility of reducing staff and class sizes increasing, I think the community would like to be a little bit better informed

and maybe a little bit more pro-activeness in the way of adjusting. During the last forum we didn't really want to see classes adjusted after the school year started and that happened.

**Superintendent Correll responded:** All of our classes fall within the Board parameters. That was one of the reasons for central registration – was to try and get a better handle without having to add a teacher in October. We still have to wait to see if those bodies come across our doorsteps the first week of school. But the Board supported adding staff, as we needed it to get those parameters. But in fact in some areas, we have less than we have in any year since I've been here. Class sizes are very good.

**Comment/Question:** One thing I would be more interested in learning more about is, what information is now going to be shared with the Board and to the public with regards to specific decisions that should play a role in whether or not the new budget is adopted and the information that I'm wondering about and I would expect that this Board would take into consideration is a variance analysis of our year over year expenses for this coming school year versus our last year and I think that it's important that the Board, before they adopt a budget and eventually the public understands what are the differences in our revenue. And also, what has changed this year in the proposals versus last years.

**Brad Goldstein responded:** The variances have been shared with the Board from what we have in the system as of today of the last presentation line by line. Lengthy discussion followed.

**Q: With regards to the TRS Funds, once the Government is in the rears, is the School District trying to cover the rears?**

**A:** No – the school district is not responsible for covering that.

**Q: How much would enrollment have to go down be for we have some of the elementary schools can be consolidated and maybe get rid of some of the extra properties and maybe off load some big monies.**

**A:** Not sure – we could assume 300 to 400 students.

**Q: What's going on with the little white building, are you going to be auctioning it off?**

**A:** Everyone is out of the building, we're still headed towards that discussion and it will be on he next agenda for discussion.

Audience Member commented in length in regards to the Boards lack of transparency. It was asked of the Board to individually commit to doing something more to increase the transparency. It was also asked of the Board to set a plan to improve the communication with parents and the community.

**Board President Garcia responded** by elaborating on some things that are being done to increase transparency and communication.

**Vice President Facklam responded** with elaborating on the efforts that have been put into the increasing the minutes with more information.

Lengthy discussion followed.

**Q: Who is responsible for the District's PR?**

**A:** The District's has no PR Department.

**Comment:** Give kudo's where do. Ellen, Mary and Sue have responded to all my questions and I appreciate you.

**ADJOURNMENT:** President Garcia called for a motion to adjourn at 7:24 p.m. Motioned by Millington, seconded by Facklam to adjourn the September 8, 2009 Special Meeting at 7:24 p.m. **Ayes:** Facklam, Carbone, Millington, and Garcia. **Nays:** None. Members absent: Linder and Surroz and Weinert. **Motion carried.**

Respectfully submitted,

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**MARY GARCIA,** Board President

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**LOURIE SHIPLEY,** Board Recording Secretary

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46**  
**BOARD OF EDUCATION MEETING**  
**SEPTEMBER 16, 2009**

The Regular Board of Education Meeting of the Community Consolidated School District 46, Lake County, Illinois was held at Meadowview School, 291 Lexington Lane, Grayslake, IL on Wednesday, September 16, 2009.

**CALL TO  
ORDER:**

President Garcia welcomed the community to the meeting and the meeting was called to order at 7:00 p.m. by President Garcia

**ROLL CALL:**

**Members Present:** Mary Garcia, Sue Facklam, Karen Weinert, Michael Linder, Keith Surroz, and Ray Millington. **Member absent:** Michael Carbone. Superintendent Ellen Correll, Chief School Business Official Brad Goldstein, and Assistant Superintendent Lynn Barkley were also present.

**APPROVAL  
OF AGENDA:**

Motion was made by Facklam, seconded by Millington for the approval of the September 16, 2009 Board Meeting Agenda to include the additional personnel addendum as presented. **Ayes:** Garcia, Facklam, Linder, Surroz, Weinert, and Millington. **Nays:** None. Member absent: Carbone. **Motion carried.**

**PLEDGE OF  
ALLEGIENCE:**

The Pledge of Allegiance took place at this time.

**PUBLIC  
COMMENT:**

Public comment was offered at 7:03 p.m. – There was none.

President Garcia announced that there was a new sign-in sheet up in the front and fill free to give their contact information. It was a good prior suggestion and it would be another way of communication.

**CONSENT  
AGENDA:**

Motion was made by Linder, seconded by Millington for the approval of the consent agenda for September 16, 2009 including the Personnel Report Addendum as presented. **Ayes:** Millington, Garcia, Surroz, Weinert, Facklam, and Linder. **Nays:** None. Member absent: Carbone. **Motion carried.**

Board Member Carbone arrived at 7:05 p.m.

## **BOARD/SUPERINTENDENT REPORTS:**

Superintendent Correll introduced Representatives from Market Day Amy, Vicky, and Stephanie. The Market Day Representatives were here to present Profit Achievement Award to District 46. Over the last ten years in grocery sales alone, District 46 has earned in profits \$163,594.00. Last year alone the District earned \$12,589.00 and since the District has been a Market Day customer the earnings have totaled \$231,500.24. On behalf of District 46, Superintendent Correll accepted the award.

Brad Goldstein received notice from the IRS that the audit is complete and that there were no material findings. The District is in good shape.

Sue Facklam granted the request of Shawna Desecki for a few minutes to address the Board. Shawna stated that this is her last board meeting and she has enjoyed working with the Board and Superintendent Correll. Thank you for all your hard work because there many hours and dedication put into being a board member. Thank you.

Sue Facklam stated that she had attended Opening Day at Park School; it was fun and good to see all the old and new faces. She also had the opportunity to meet the Special Education Auditor and he shared his busy four-day schedule with her. Sue announced that it is Shawna's last meeting and at this time the board meeting will take a short recess to share in the refreshments and the opportunity to say good-bye to Shawna.

Ray Millington shared that he took the opportunity to go over to Meadowview before school started and watched them prepare for the upcoming school year. The experience was quite uplifting. Questions have come up regarding the pre-school and post-school programs for working parents. He had the opportunity to speak with Jill Anderson of the Champions Program and Ms. Anderson has volunteered to come and address the Board with further information regarding the Champions Program. Ray further stated he felt that the program was worth being looked into.

Mary Garcia shared what great job Frederick School is doing. She attended the Open House and Eric Dewier and Cathy Santelle had a presentation for the parents showing them how the teachers have updated the website and that there is a Wiki on the site as well. It was very interesting and amazing. Thank you. Also, she went to Target and seen the earnings for Meadowview from Target. It is outstanding.

Karen Weinert shared that she and Mike Carbone took a tour of Meadowview and that it was a great tour and a fantastic impression. They will be visiting Frederick next week. Mike added that the Discovery Program was exciting.

The Board Meeting took a recess at 7:10 p.m. and reconvened at 7:25 p.m.

## **OLD BUSINESS**

### **I. Second Reading of Board Policies**

Sue asked the Board Members if they had any comments or suggestions regarding policy on the Family Medical Leave Act (FMLA). Suggestions were received from the Attorney and the Illinois Associations of School Boards. Sue stated that she had concerns with #2 under the leave

description dealing with adoption and would like to change the wording. Mike Linder stated that he would recommend accepting the suggestion from the Attorney. Discussion followed.

## 2. Possible Defeasance of the 1999 & 2004 Bonds

Brad presented the information regarding the possible defeasance to include the options to spend the money. Focusing on energy improvements, the phone system, individual school projects, and replace old furniture. After the options were presented, lengthy discussion included Mary stated she would like to have a written plan to review, Sue suggesting to defease 1999 and move 2004 into O & M and make a plan. Mike Linder shared his thoughts regarding hiring a professional to come in and do a facility study and also expressed his concerns regarding the budget from when he initially got on the board. Keith Surroz stated his concerns with short term and future planning and the money that was requested to build Park School. Mary suggested that the Board take some more time prior to making a decision.

Ellen and Brad have a meeting with other companies and should have some information at the next board meeting. Brad will also have a one-year abatement scenario at the next meeting. Brad also recommended that before proceeding the District should consult the bond counsel to ensure compliance with all applicable rules and regulations.

## **NEW BUSINESS:**

### **I. Discussion Items:**

#### Presentation of Frederick School Improvement Plan

Superintendent Correll introduced Principal Eric Detweiler and Assistant Principal Cathy Santelle for the presentation to the Board on the Frederick School Improvement Plan. Ellen thanked Tom Dempsey and the rest of the Administrators for their assistance with the plan. Lynn Barkley explained that the Middle School and Frederick did not make AYP and briefly how we got to this point and the next steps. The Assistant Curriculum Director Matt Melamed explained the AYP Process. Principal Craig Keer showed how it is possible to have the numbers and still not make AYP, which is what happened to Frederick School at 84%. Cathy explained the action plan. Erick closed the presentation by showing how this lead into Frederick School and the other Administrators came into working with Tom Dempsey. Discussion followed.

#### Review of PMA Contract for 2009/10 School Year

Brad explained that that this is for the renewal of the contract for PMA's financial planning program. This would cost the District \$8,000 which is up from \$7,000 in the past year. This is the model that is used for the future financial outlook for now and the next four years. It is a valuable tool and Brad put for the recommendation for the Board to accept the renewal of the PMA contract.

#### Review of IKON Contract

Brad informed the Board Members that IKON is the current vendor for the copiers in the District and that the District has leased from IKON for over five years. There's also a service contract on each machine, which provides for supplies and maintenance. The print center agreement runs through August 2011. We currently have 33 copiers and Brad is gathering information on the other leases and their duration. Brad explained that the proposal would see an annual cost savings of \$75,000 per year by replacing the current Canon fleet with Ricoh copiers. Which is also resulting in

savings on the lease payments as well as in clicks charges. Brief discussion followed and Brad made the recommendation for the approval of the contract renewal with IKON.

#### General State Aid

Each packet was provided with an update letter from Franczek Radelet, Attorney Counselors regarding the recalculation of state aid. It's an agreement that would have Franczek Radelet to submit for prior year's state aid payments. The state provides a pool of \$25 million for such claims as PTAB adjustment. We can submit for prior year claims for shortages in the state aid payments. Currently we are still waiting for a total of \$298,000 in back payments. Franczek Radelet gets a 15% cut of whatever we get in prior year claims and there is no charge until we get the money. Brad recommended continuing the agreement with Franczek Radelet.

#### Discuss the Benefits of Central Registration

Superintendent Correll stated that the first benefit was to parents by them not having to go to three different buildings if they have children of different ages. There were positive and a few negative comments of feedback. The District saved \$3,800 in postage alone. Overall the process went very smoothly. We will be meeting with the building secretaries to see what went well and for any changes. Superintendent Correll would like to continue with the central registration and was very pleased with all the assistance that was put forth.

#### Discuss Upcoming Board Meeting Dates

Sue stated that the first date to look at would be December 9, 2009. Due to the Superintendent being out for a conference she will not be present. Sue requested that the meeting date not be changed to December 2<sup>nd</sup> because this date would be in conflict with her SEDOL meeting. Superintendent Correll suggested December 16<sup>th</sup>. The other two dates for changes are March 3, 2010 and June 9, 2010. Mary stated that Ellen would send an email to the Board Members with some suggested dates and the Members could respond back to her.

#### Review Draft Presentation of Five-Year Technology Plan

Mary informed the Members that Technology Director Joe Nowak, would not be presenting the plan tonight. Mary, Sue, Ellen and Brad were on the original committee and so prior to Joe's presentation, they would review the plan and meet and then bring some suggestions to the Board.

#### Review of District Enrollment Numbers

Superintendent Correll apologized for the additional pages to the report but for the next meeting it will return to the single page as in the pass. Ellen turned this portion over to Lynn Barkley for the report. Lynn stated that she is working with Lourie Shipley and Helen Parkinson to return the report to a single page. Lynn went on to explain the staff additions to the buildings. In the Middle School count there are six classes that are at or above the 30. Lynn will be speaking with Marcus Smith and will have an update at the next meeting. Discussion followed.

### **ACTION ITEMS:**

#### **APPROVAL OF**

#### **BOARD POLICIES:**

Motion was made by Facklam, seconded by Linder for the approval of the following board policies: Policy 5;31, Policy 5;185, and the Bullying Policy as presented which has not yet been assigned a number. The Family Medical Leave Act, request that the changes from both the Attorney and IASB be



incorporated, seconded by Mary. **Ayes:** Carbone, Weinert, Millington, Surroz, Garcia, Linder, and Facklam. **Nays:** None. Members absent: None. **Motion carried.**

**APPROVAL  
OF FREDERICK  
SIP PLAN:**

Motion was made by Facklam, seconded by Linder for the approval of the Frederick School SIP Plan as presented. **Ayes:** Millington, Weinert, Facklam, Carbone, Linder, Garcia, and Surroz. **Nays:** None. Members absent: None. **Motion carried.**

**APPROVAL OF  
PMA CONTRACT:**

Motion was made by Linder, seconded by Carbone for the approval of the PMA Contract as presented. **Ayes:** Millington, Weinert, Carbone, Linder, Garcia, Surroz, and Facklam. **Nays:** None. Members absent: None. **Motion carried.**

**APPROVAL OF  
IKON CONTRACT:**

Motion was made by Facklam, seconded by Millington, for the approval of the IKON Contract as presented. **Ayes:** Garcia, Weinert, Millington, Facklam, Carbone, Surroz, and Linder. **Nays:** None. Members absent: None. **Motion carried.**

**APPROVAL OF  
PTAB RESOLUTION  
FOR 2008:**

Motion was made by Facklam, seconded by Linder for the approval of the PTAB resolution for 2008, as presented. **Ayes:** Linder, Weinert, Millington, Facklam, and Garcia. **Nays:** None. Members absent: Surroz and Carbone. **Motion carried.**

**FUTURE AGENDA ITEMS:**

- Further discussion regarding the Bonds
- Finance Committee – More Board Members on the Committee
- Student Enrollment
- Stimulus Money from
- RTI Update
- AYP
- District Assessment Report
- Math Committee Update

**PUBLIC COMMENT:**

**Sarah Watters, Frederick School and Middle School Parent.** With regards to the AYP issue, Mrs. Waters asked if there was any way there could be two 5-8 buildings. Also, why was there such an increase in numbers during the AYP presentation. Mrs. Waters stated that since professional develop was a piece in the AYP why was there budget cuts in professional development. Ellen informed her that there were no cuts in professional development. Mrs. Waters also shared some of the wonderful things that are going on at Frederick School. Mrs. Waters further

shared her concerns regarding the public not being fully informed regarding the whole abatement versus the defeasance issue.

**Stephanie Ardepool, Prairieview School.** Mrs. Ardepool commented on how pleasant and wonderful the staff at Prairieview is and all the wonderful things going on at the school.

**ADJOURNMENT:** Motion was made by Facklam, seconded by Carbone to adjourn the September 16, 2009 Board Meeting at 8:55 p.m. **Ayes:** Linder, Carbone, Surroz, Millington, Garcia, Facklam, and Weinert. **Nays:** None. Members absent: None. **Motion carried.**

Respectfully submitted,

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**MARY GARCIA,** Board President

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**LOURIE SHIPLEY,** Board Recording Secretary

# Old Business

**Community Consolidated School District Number 46**      Preliminary, Subject to Change.  
**(Grayslake)**  
**Impact of Proposed Abatement - Utilizes 1999 Referendum Remaining Bond Proceeds**  
**Spread Over One Year**

Debt Service				EAV		B&I Tax Rate			Home Value				
Levy Year	Fiscal Year	Total Debt		Proposed Net New Debt Service	EAV	Growth Rate	Before		After	Change	Reassess-ment Rate	Value of Payment	
		Service Before Abatement	Less Abated Debt Service				Abatement	Abatement				Home	Home
2008	2010	\$ 4,889,504	-	\$ 4,889,504	\$ 829,604,580	4.29%	\$0.59	0.65	0.42	\$0.00	-2.00%	\$200,000	\$0.00
2009	2011	5,414,804	(1,899,987)	3,514,817	837,900,626	1.00%	0.65	0.67	(0.23)	0.00	-2.00%	196,000	(148.15)
2010	2012	5,700,404	-	5,700,404	846,279,632	1.00%	0.67	0.67	0.00	0.00	-2.00%	192,080	0.00
2011	2013	6,001,304	-	6,001,304	871,668,021	3.00%	0.69	0.69	0.00	0.00	0.00%	192,080	0.00
2012	2014	6,322,604	-	6,322,604	897,818,062	3.00%	0.70	0.70	0.70	0.00	0.00%	192,080	0.00
2013	2015	6,654,104	-	6,654,104	933,730,784	4.00%	0.71	0.71	0.71	0.00	1.00%	194,001	0.00
2014	2016	7,000,904	-	7,000,904	980,417,323	5.00%	0.71	0.71	0.71	0.00	2.00%	197,881	0.00
2015	2017	7,370,450	-	7,370,450	1,029,438,189	5.00%	0.72	0.72	0.72	0.00	2.00%	201,838	0.00
2016	2018	7,754,658	-	7,754,658	1,080,910,099	5.00%	0.72	0.72	0.72	0.00	2.00%	205,875	0.00
2017	2019	8,162,904	-	8,162,904	1,134,955,604	5.00%	0.72	0.72	0.72	0.00	2.00%	209,993	0.00
2018	2020	8,589,296	-	8,589,296	1,191,703,384	5.00%	0.72	0.72	0.72	0.00	2.00%	214,193	0.00
2019	2021	9,032,942	-	9,032,942	1,251,288,553	5.00%	0.72	0.72	0.72	0.00	2.00%	218,476	0.00
2020	2022	9,500,643	-	9,500,643	1,313,852,981	5.00%	0.72	0.72	0.72	0.00	2.00%	222,846	0.00
2021	2023	9,995,216	-	9,995,216	1,379,545,630	5.00%	0.72	0.72	0.72	0.00	2.00%	227,303	0.00
2022	2024	10,509,806	-	10,509,806	1,448,522,912	5.00%	0.73	0.73	0.73	0.00	2.00%	231,849	0.00
2023	2025	11,053,836	-	11,053,836	1,520,949,057	5.00%	0.73	0.73	0.73	0.00	2.00%	236,486	0.00
2024	2026	3,386,441	-	3,386,441	1,596,996,510	5.00%	0.21	0.21	0.21	0.00	2.00%	241,216	0.00
Total DS From Current FY:		\$ 127,339,819	\$ (1,899,987)	\$ 125,439,832									

Bond Abatement Utilizing Excess Bond Proceeds	
1999 Referendum	\$ 1,899,987
2004 Referendum	-
<b>Total</b>	<b>\$ 1,899,987</b>

As of September 18, 2009

Prepared by PMA Securities, Inc. Grayslake 46 Debt Summary REL 9/18/2009



**Community Consolidated School District Number 46**      Preliminary, Subject to Change.  
**(Grayslake)**  
**Impact of Proposed Abatement - Utilizes 1999 Referendum Remaining Bond Proceeds**  
**Spread Over Two Years**

Debt Service				EAV		B&I Tax Rate			Home Value			
Levy Year	Fiscal Year	Total Debt		Proposed Net New Debt Service	EAV	Growth Rate	Before		Change	Reassess-ment Rate	Value of Home	Payment Change on Home
		Service Before Abatement	Less Abated Debt Service				Abatement	After Abatement				
2008	2010	\$ 4,889,504	-	\$ 4,889,504	\$ 829,604,580	4.29%	\$0.59	\$0.59	\$0.00		\$200,000	\$0.00
2009	2011	5,414,804	(949,994)	4,464,810	837,900,626	1.00%	0.65	0.53	(0.11)	-2.00%	196,000	(74.07)
2010	2012	5,700,404	(949,994)	4,750,410	846,279,632	1.00%	0.67	0.56	(0.11)	-2.00%	192,080	(71.87)
2011	2013	6,001,304	-	6,001,304	871,668,021	3.00%	0.69	0.69	0.00	0.00%	192,080	0.00
2012	2014	6,322,604	-	6,322,604	897,818,062	3.00%	0.70	0.70	0.00	0.00%	192,080	0.00
2013	2015	6,654,104	-	6,654,104	933,730,784	4.00%	0.71	0.71	0.00	1.00%	194,001	0.00
2014	2016	7,000,904	-	7,000,904	980,417,323	5.00%	0.71	0.71	0.00	2.00%	197,881	0.00
2015	2017	7,370,450	-	7,370,450	1,029,438,189	5.00%	0.72	0.72	0.00	2.00%	201,838	0.00
2016	2018	7,754,658	-	7,754,658	1,080,910,099	5.00%	0.72	0.72	0.00	2.00%	205,875	0.00
2017	2019	8,162,904	-	8,162,904	1,134,955,604	5.00%	0.72	0.72	0.00	2.00%	209,993	0.00
2018	2020	8,589,296	-	8,589,296	1,191,703,384	5.00%	0.72	0.72	0.00	2.00%	214,193	0.00
2019	2021	9,032,942	-	9,032,942	1,251,288,553	5.00%	0.72	0.72	0.00	2.00%	218,476	0.00
2020	2022	9,500,643	-	9,500,643	1,313,852,981	5.00%	0.72	0.72	0.00	2.00%	222,846	0.00
2021	2023	9,995,216	-	9,995,216	1,379,545,630	5.00%	0.72	0.72	0.00	2.00%	227,303	0.00
2022	2024	10,509,806	-	10,509,806	1,448,522,912	5.00%	0.73	0.73	0.00	2.00%	231,849	0.00
2023	2025	11,053,836	-	11,053,836	1,520,949,057	5.00%	0.73	0.73	0.00	2.00%	236,486	0.00
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As of September 18, 2009

Prepared by PMA Securities, Inc. Grayslake 46 Debt Summary REL 9/18/2009



**Community Consolidated School District Number 46**      **Preliminary, Subject to Change.**  
**(Grayslake)**  
**Impact of Proposed Abatement - Utilizes 1999 Referendum Remaining Bond Proceeds**  
**Spread Over Three Years**

Debt Service				EAV		B&I Tax Rate			Home Value				
Levy Year	Fiscal Year	Total Debt		Proposed Net New Debt Service	EAV	Growth Rate	Before		After	Change	Reassess-ment Rate	Payment	
		Service Before Abatement	Less Abated Debt Service				Abatement	Abatement				Value of \$200,000 Home	Change on \$200,000 Home
2008	2010	\$ 4,889,504	\$ -	\$ 4,889,504	\$ 829,604,580	4.29%	\$0.59	\$0.59	\$0.00	-2.00%		\$200,000	\$0.00
2009	2011	5,414,804	(633,329)	4,781,475	837,900,626	1.00%	0.65	0.57	(0.08)	-2.00%		196,000	(49.38)
2010	2012	5,700,404	(633,329)	5,067,075	846,279,632	1.00%	0.67	0.60	(0.07)	-2.00%		192,080	(47.92)
2011	2013	6,001,304	(633,329)	5,367,975	871,668,021	3.00%	0.69	0.62	(0.07)	0.00%		192,080	(46.52)
2012	2014	6,322,604	-	6,322,604	897,818,062	3.00%	0.70	0.70	0.00	0.00%		192,080	0.00
2013	2015	6,654,104	-	6,654,104	933,730,784	4.00%	0.71	0.71	0.00	1.00%		194,001	0.00
2014	2016	7,000,904	-	7,000,904	980,417,323	5.00%	0.71	0.71	0.00	2.00%		197,881	0.00
2015	2017	7,370,450	-	7,370,450	1,029,438,189	5.00%	0.72	0.72	0.00	2.00%		201,838	0.00
2016	2018	7,754,658	-	7,754,658	1,080,910,099	5.00%	0.72	0.72	0.00	2.00%		205,875	0.00
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2019	2021	9,032,942	-	9,032,942	1,251,288,553	5.00%	0.72	0.72	0.00	2.00%		218,476	0.00
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Total DS From Current FY:		\$ 127,339,819	\$ (1,899,987)	\$ 125,439,832									

Bond Abatement Utilizing Excess Bond Proceeds	
1999 Referendum	\$ 1,899,987
2004 Referendum	-
<b>Total</b>	<b>\$ 1,899,987</b>





# FRANCZEK RADELET

*Attorneys and Counselors*

300 South Wacker Drive | Suite 3400 | Chicago, IL 60606  
Phone 312.986.0300 | Fax 312.986.9192 | franczek.com

PAUL A. MILLICHAP  
312.786.6101  
pam@franczek.com

August 11, 2009

Mr. Brad Goldstein  
Chief School Business Official  
Community Consolidated School District 46  
565 Frederick Road  
Grayslake, IL 60030

Re: Claims for Recalculation of State Aid

Dear Mr. Goldstein:

I am writing to update you concerning the status of certain claims for recalculation of state aid which we recently prepared and filed on behalf of the School District with the State Board of Education for the tax years through 2006. The value of the School District's new claims when fully paid by the State Board should equal approximately \$12,250. This claim value is in addition to the prorated value of claims previously filed with the State Board last year, of which \$285,964 remains unpaid. Thus, the total value of claims which we have filed for the School District which are currently awaiting processing and payment by the State Board equal approximately \$298,214.

As we previously informed you in our earlier periodic status letters, all prior year claims will be subjected to a pro-ration by the State Board and paid over a period of years. The Illinois General Assembly has approved a limited pool of \$25,000,000 in funding annually to pay such claims and related PTAB adjustments. It is evident that this \$25,000,000 figure will be exceeded on an annual basis for many years. We are hopeful that the initial installment of the School District's claims will be paid within the next few months, with the remaining claim values to be further pro-rated and paid over the next four to five fiscal years. We anticipate that the factor which will be applied by the State Board as it pro-rates and pays these claims this year will be approximately 15%.

In addition, in accordance with our agreement with the School District we have also prepared and filed a tax year 2007 claim with the State Board subsequent to July 1, 2009 for processing and payment by the State Board next fiscal year. The value of the District's tax year 2007 claim is approximately \$23,563. This claim will be added to the remainder of the District's unpaid carryover balance noted above and prorated and paid by the State



# FRANCZEK RADELET

*Attorneys and Counselors*

Mr. Brad Goldstein

August 11, 2009

Page 2

Board in the Fall of 2010. If we had submitted this claim for processing during the current fiscal year, it would have afforded the District no additional financial benefit due to the Property Tax Extension Limitation Law and its impact on the general state aid formula.

Pursuant to the terms of our agreement, we will invoice the School District for 15% of the value of additional state aid received by the District as a result of our activities. Since these claim payments will be pro-rated, we will invoice the District in annual installments after these claims are paid and after we have documented to the District's satisfaction that these additional funds have in fact been received.

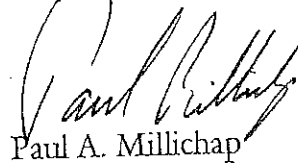
We take great pride in our ability to fashion creative solutions to the myriad of challenges encountered by our school district clients. We trust that you and the members of the Board of Education are pleased with our efforts and will be able to find a good use for these additional funds.

If we can be of additional assistance to you in the future, do not hesitate to call. We encourage you to view our firm website at [www.franczek.com](http://www.franczek.com) and contact our other school district clients to learn more about our firm and our unique resources and capabilities.

Also, as noted in our earlier correspondence we will soon commence the process of collecting data to support the filing of Claims for Recalculation of State Aid for the tax years 2008 and 2009. If you would like us to prepare and file similar Claims for Recalculation of State Aid on behalf of the District for the tax years 2008 and 2009 upon the same terms and conditions of our existing agreement, please sign a copy of this letter below and return the same to our office.

Should you have any questions regarding this matter, do not hesitate to call.

Very truly yours,



Paul A. Millichap

PAM:ps  
Enclosure

ACKNOWLEDGED AND APPROVED:

\_\_\_\_\_  
School District Representative



SCHOOL DISTRICT 46  
ENROLLMENT REPORT  
AS OF OCTOBER 1, 2009

Grade	Avon	Woodview	Prairieview	Meadowview	Park	Frederick	Middle School	Total
304 ECH			11am 7pm					
303 ECH			8am 10pm					
308 ECH			7am 11pm					
307 ECH			9am 8pm					
306 ECH			11am 7pm					
302 ECH			7am 9pm					
305 ECH			9am 5pm					
TOTAL			117					117
Net Change*								
K	20am 22pm	21am 17pm	19am 15pm	20am 19pm	21am 23pm			
K	23am	20pm	21am 17pm	21am 15pm	21am 23pm			
TOTAL	85	76	70	81	87			399
Net Change*								
1	23	25	22	22	24			
1	19	25	21	23	1			
1	23	25	19	22	21			
1	22		18	23	22			
1					24			
TOTAL	87	75	80	90	92			424
Net Change*								
2	19	21	22	19	21			
2	23	24	21	20	2			
2	23	24	21	19	22			
2	23	23	23	20	22			
2					23			
TOTAL	88	92	87	78	90			435
Net Change*								
3	22	28	30	24	22			
3	23	27	29	24	21			
3	23	28	29	24	21			
3	23			24	18			
TOTAL	91	83	88	96	82			440
Net Change*								
4	26	22	27	27	21			
4	26	24	26	26	23			
4	26	23	27	27	2			
4	26	23		26	22			
Spec Ed Self	Contained 2 classes (5&6)				22			
TOTAL	104	92	80	106	80			462
Net Change*								
TOTAL 5th					81	364		445
Park - 4 sections - 20 average class size								
FS - 14 sections - 26 average class size								
Net Change*								
TOTAL 6th					74	415		489
Park - 5 sections - 15 average class size								
FS - 16 sections - 25.9 average class size								
Net Change*								
TOTAL 7th					69		416	485
Park - 5 sections - 14								
MS - 16 sections - 26 average class size								
Net Change*								
TOTAL 8th					68		395	463
Park - 4 sections - 17 average class size								
MS - 16 sections - 25 average class size								
Net Change*								
1-4 TOTAL	370	342	335	370	344			
KIND TOTAL	85	76	70	81	87			
ECH TOTAL			117					
BLDG TOTAL	455	418	522	451	723	779	811	
TOTAL DISTRICT 46 ENROLLMENT (Including Early Childhood as of 10/01/2009)								4159
Kasarda Projections - (Using Table B - Development Occurs as Anticipated)								
	468	442	536	431	735	808	856	4276

**Subject:** RE: CLIC Fiduciary Liability  
**Date:** Tuesday, June 9, 2009 9:17 AM  
**From:** Kevin Gordon <kgordon@edlawyer.com>  
**To:** Brad Goldstein <goldstein.brad@d46.k12.il.us>

Brad:

Some of our clients have in fact purchased this insurance coverage. It is relatively inexpensive, and we have advised our clients to purchase it for the next year or so until all of the issues over the new 403B regulations have had a chance to settle down. At that point, like any insurance policy, the School District should re-evaluate its risk and need for continuing coverage.

Kevin

**From:** Brad Goldstein [mailto:goldstein.brad@d46.k12.il.us]  
**Sent:** Monday, June 08, 2009 7:42 AM  
**To:** Kevin Gordon  
**Subject:** FW: CLIC Fiduciary Liability

What are your thoughts on the necessity for this coverage? Are other clients taking it?

Thanks,

*Brad Goldstein*  
Chief School Business Official  
Community Consolidated School District 46  
565 Frederick Road  
Grayslake, IL 60030  
Ph. 847.543.5323  
Fax 847.223.3695

=====  
=====  
=====

This communication may contain privileged and/or confidential information. It is intended solely for the use of the addressee. If you are not the intended recipient, you are strictly prohibited from disclosing, copying, distributing or using any of

Arthur J. Gallagher & Co.  
Risk Management Services, Inc.  
Two Pierce Place  
Itasca, IL 60143  
Phone: (630) 285-4373 Fax: (630) 285-4062  
michael\_mchugh@ajg.com

## Memo

To: **All CLIC Members**  
Date: November 3, 2008  
From: Michael McHugh & Cindy LaMantia, Arthur J. Gallagher & Co.  
Subject: **FIDUCIARY LIABILITY COVERAGE**

Dear CLIC Members:

At the request of your CLIC Executive Committee, we are providing information concerning an Insurance Coverage that CLIC members presently do not purchase for their districts.

We have been working with CLIC Legal Counsel and the Insurance Marketplace for over a year to develop a Fiduciary Liability Coverage policy that will be competitive in price and provide the necessary coverage to protect you and your district as you fulfill your fiduciary responsibilities on behalf of your districts.

Fiduciary Liability Insurance pays on behalf of the Insured any legal liability arising from claims for the alleged failure to prudently act within the meaning of the Pension Reform Act of 1974.

"Insured" is defined as a trust or employee benefit plan. That means that your group life and medical expense plans as well as pension and retirement plans are within the scope of the law.

A fiduciary can be held personally liability for losses to a benefit plan. Any employee who has discretionary authority over a plan or who assists in its administration can be exposed to liability.

Many times plan participants make allegations that one of the following occurred:

- Improper advice or disclosure
- Inappropriate selection of advisors or service providers
- Imprudent investments
- Lack of investment diversity
- Negligence in the administration of the plan

Fiduciary Liability coverage under the definition of the Insured includes the organization, its benefits plan and its fiduciaries.

Why does a district need to consider adding Fiduciary Liability coverage?

- People are more litigious today
- Fiduciary Liability provides defense coverage to the district and plan administrator
- Per Legal Counsel, it is difficult to avoid being considered a fiduciary under state law.
- Finally, under the CLIC Program, there is presently no insurance coverage for districts or plan administrators for Fiduciary Liability coverage.

As you will see from the attached documents, we have received a competitive quotation from the Chubb Insurance Company, which will allow you to transfer the exposure and have any legal expenses covered.

We would also like to point out that under the CLIC Program, this Fiduciary Liability coverage is **not a mandatory coverage for each member**.

If you are interested in securing this coverage, all you need to do is complete the short application and return it to our office. As noted in the Insurance Program Review, we anticipate binding this coverage with a January 1, 2009 effective date and running for 18 months until July 1, 2010. The premium shown in the Insurance Program Review booklet is for an 18-month term.

If you should have any questions, please don't hesitate to give us a call.

Thank you for your time and attention.

Michael McHugh  
Area Executive Vice President

Cindy LaMantia  
Area President



Chubb Group of Insurance Companies  
15 Mountain View Road  
Warren, New Jersey 07059

ForeFront Portfolio<sup>SM</sup>  
Not-for-Profit Organizations  
Fiduciary Liability Coverage  
New Business Application  
(For Collective Liability Insurance Cooperative)

BY COMPLETING THIS APPLICATION THE APPLICANT IS APPLYING FOR COVERAGE WITH  
FEDERAL INSURANCE COMPANY (THE "COMPANY").

NOTICE: THE FIDUCIARY LIABILITY COVERAGE SECTION OF THIS POLICY PROVIDES CLAIMS MADE COVERAGE, WHICH APPLIES ONLY TO "CLAIMS" FIRST MADE DURING THE "POLICY PERIOD", OR AN APPLICABLE EXTENDED REPORTING PERIOD. THE LIMIT OF LIABILITY TO PAY DAMAGES OR SETTLEMENTS WILL BE REDUCED AND MAY BE EXHAUSTED BY "DEFENSE COSTS", AND "DEFENSE COSTS" WILL BE APPLIED AGAINST THE RETENTION AMOUNT. IN NO EVENT WILL THE COMPANY BE LIABLE FOR "DEFENSE COSTS" OR THE AMOUNT OF ANY JUDGEMENT OR SETTLEMENT IN EXCESS OF THE APPLICABLE LIMIT OF LIABILITY. READ THE ENTIRE APPLICATION CAREFULLY BEFORE SIGNING.

APPLICATION INSTRUCTIONS:

- Whenever used in this Application, the term "Applicant" means the Organization applying for this insurance and all of its subsidiaries, unless otherwise stated.
- Include all requested underwriting information and attachments.

I. GENERAL INFORMATION:

1. Name of Applicant: \_\_\_\_\_
2. Applicant's Principal Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. Individual authorized to receive notices and information regarding the proposed policy:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact's email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Does the Applicant have any subsidiaries or control any other entity or organization for which coverage is requested? ☐ Yes ☐ No

II. SPECIFIC INFORMATION

1. Please attach a copy of the Plan description and financial statements, if applicable, for any plans requesting coverage.
2. Please complete the following information regarding the Applicant's employee benefits plan(s).

Plan Name	Type of Plan*	Plan Assets or Contributions if Plan Assets are not Available (current year)	Indicate % of Funding Level for Defined Benefit Plans	Number of Plan Participants

\*Types of Plans: Health and Welfare Plan = HWP  
Defined Benefit Plan = DBP  
Other - Please explain: \_\_\_\_\_

Defined Contribution Plan = DCP  
Deferred Compensation Plan = DEF



Chubb Group of Insurance Companies  
15 Mountain View Road  
Warren, New Jersey 07059

ForeFront Portfolio<sup>SM</sup>  
Not-for-Profit Organizations  
Fiduciary Liability Coverage  
New Business Application  
(For Collective Liability Insurance Cooperative)

3. Does the Applicant handle any investment decisions in-house? ☐ Yes ☐ No  
If Yes, please describe: \_\_\_\_\_

4. Are plan benefits provided by insurance (e.g. annuity, medical policy, life, etc)? ☐ Yes ☐ No  
If Yes, state the name of the insurance company(ies). \_\_\_\_\_

5. Does the plan utilize an outside Administrator? ☐ Yes ☐ No  
If Yes, state the name of the Administrator(s). \_\_\_\_\_

6. Past activities:

- (a) Has any fiduciary been:

- (i) accused of, found guilty of, or held liable for a breach of trust? ☐ Yes ☐ No  
(ii) convicted of criminal conduct? ☐ Yes ☐ No

- (b) Has there been any assessment of fees, fines or penalties against any of the Applicant's employee benefit plans under any voluntary compliance resolution program or similar voluntary settlement program administered by the IRS, DOL or other government authority? ☐ Yes ☐ No  
If Yes, to any of the above, please attach a full description of the details.

- (c) Have any claims (other than for benefits) been made during the past 3 years against any benefit program or any current or past fiduciaries? ☐ Yes ☐ No  
If Yes, attach details.

III. PRIOR KNOWLEDGE (NOTICE APPLICABLE TO LIABILITY COVERAGE SECTIONS ONLY):

The Applicant must complete the Prior Knowledge Statement below:

**PRIOR KNOWLEDGE STATEMENT:** No person or entity proposed for coverage is aware of any fact, circumstance or situation which he or she has reason to suppose might give rise to a future claim that would fall within the scope of any of the proposed liability coverage sought by the Applicant, except: None ☐ or \_\_\_\_\_

Without prejudice to any other rights and remedies of the Company, the Applicant understands and agrees that if any such fact, circumstance, or situation exists, whether or not disclosed above, any claim or action arising from any such fact, circumstance, or situation is excluded from coverage under the proposed policy, if issued by the Company.

IV. MATERIAL CHANGE:

If there is any material change in the answers to the questions in this Application before the policy inception date, the Applicant must immediately notify the Company in writing, and any outstanding quotation may be modified or withdrawn.

V. DECLARATIONS AND SIGNATURES:

The Applicant's submission of this Application does not obligate the Company to issue, or the Applicant to purchase, a policy. The Applicant will be advised if the Application for coverage is accepted. The Applicant hereby authorizes the Company to make any inquiry in connection with this Application.

The undersigned authorized agent of the person(s) and entity(s) proposed for this insurance declares that to the best of his or her knowledge and belief, after reasonable inquiry, the statements made in this Application and in any attachments or other documents submitted with this Application are true and complete. The undersigned agrees that this Application and such attachments and other documents shall be the basis of the insurance policy should a policy providing the requested coverage be issued; that all such



Chubb Group of Insurance Companies  
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Not-for-Profit Organizations  
Fiduciary Liability Coverage  
New Business Application  
(For Collective Liability Insurance Cooperative)

materials shall be deemed to be attached to and shall form a part of any such policy; and that the Company will have relied on all such materials in issuing any such policy.

The information requested in this Application is for underwriting purposes only and does not constitute notice to the Company under any policy of a Claim or potential Claim.

Date

Signature\*\*

Title

\*\* This application must be signed by a current fiduciary of a Sponsored Plan acting as the authorized representative of the person(s) and entity(ies) proposed for this insurance.

Produced By: Agent	Agency:
Agency Taxpayer ID or SS No.:	Agent License No.:
Address (Street, City, State, Zip):	

Michael McHugh/BSD/AJG

11/14/2008 01:18 PM

To CLIC Membership PC

cc Cindy LaMantia/BSD/AJG@AJG, Lois\_Russ@AJG.com,  
Anne Van Maldegiam/BSD/AJG@AJG

bcc

Subject Fiduciary Liability applications -question clarifications

Dear CLIC Members:

Many of you have called with questions concerning the Chubb Insurance Companies Fiduciary Liability Application. In an effort to assist you in completing the application I have outlined below the clarifications to the questions 2-5 on the application.

Question #2 -please list the applicants employee benefit plans. What the carrier is looking for is who provides your employee benefits coverage that could be your health coverage , dental plan, vision plan etc.. Many of you are in some type of Self funded Health Cooperative. That could be NIHIP, EBC, etc. All you have to do is list the plan and the number of your employees who participate in the plan. If you are not in a self funded plan , then you need to list who your carrier is for each plan and the number of participants for each plan.also under the type of plan listed PPO, HMO etc.

**The carrier does not want to see any TRS or IMRF plans since you are not the fiduciary for those type of plans since these are state plans . The carrier only wants to know the health coverage and name of the 403b plan.**

Question #3- Does the district handle any investment decisions in house? If you are only processing the money into an annuity as a pass through or through payroll deduction then you would answer this question no. As opposed to inhouse (your district)is now selecting the annuity providers which makes the district the fiducy as the district is selecting the providers that the participants will invest in. Then you would complete the box as a yes answer.

Question #4 Are plan benefits provided by insurance? ( eg annuity, medical policy, life etc. ) If yes then name the insurance companies.

What the carrier is looking for is for you to name your carriers for those lines of coverage for example if the medical is written by a pool or cooperative you should list the name of the pool or cooperative and who the carrier is. If you are not in a pool or cooperative then list that medical carrier. The same applies to your life , dental , vision coverages etc.

Question #5- Does the plan utilize an outside administrator ? if yes state the name of the administrators . What the carrier is looking for is the name of the administrator if you are in a pool or cooperative or self funded on a stand-alone basis. Also you should list who the TPA is for handling claims. If you are a district that purchase your coverage in a traditional manner from a conventional carrier then list that carrier. For example that could be Blue cross / blue shield then list them under this question.

Hopefully this review has helped you during the application process. One reminder is that if you wish to pursue this coverage we need the completed signed application along with your client authorization to bind form( see Page 19) that was in the material sent to you previously. Please check box #1 and write in Fiduciary liability coverage.

As always if you should have any questions please do not hesitate to call.

Yours Truly,

Michael J. McHugh  
Executive Vice President  
Public & Non Profit Division  
Arthur J. Gallagher & Co.  
Two Pierce Place



# New Business

*William Blair & Company®*  
*Limited Liability Company*

July 20, 2009

Dr. Ellen Correll  
Superintendent and  
Mr. Brad Goldstein  
Chief School Business Official  
Community Consolidated School District Number 46  
565 Frederick Road  
Grayslake, IL 60030

Dear Dr. Correll and Mr. Goldstein:

At this time of year, many school districts are preparing their audited financial statements for 2009 and their budget for 2010. As part of our continuing client services, William Blair & Company would like to make you aware of the continuing disclosure requirements associated with outstanding bond issues, required of the District by the Securities and Exchange Commission's Rule 15c2-12 (the "Rule").

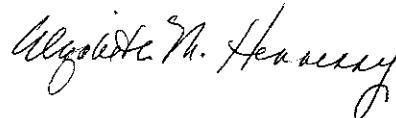
Since December 1995, the Rule requires that the District enter into a Continuing Disclosure Undertaking, (the "Undertaking") for the benefit of the owners of the District's Bonds, to send certain information annually and to provide notice of certain events to the Municipal Securities Rulemaking Board (the "MSRB") pursuant to the requirements of the Rule.

The information required to be sent to the MSRB is defined in *THE UNDERTAKING* section of the Official Statement which is attached to this letter. The required items include the District's most recent audited financial statements, current budget and updated exhibits from the Official Statement. William Blair & Company would be happy to assist you with the update of the sections designated in *THE UNDERTAKING* for a fee of \$2,750.

If you would like William Blair & Company to act as Dissemination Agent on behalf of the District with regard to Continuing Disclosure requirements, please sign and return the enclosed contract. Also please forward the 2008-2009 audited financial statements and the 2009-2010 official budget to us as soon as possible. We will invoice the District once the disclosure materials have been forwarded to the MSRB with a copy of the information to the District.

We will update the District with regard to the continuing disclosure requirements on an annual basis. Please do not hesitate to call me with any questions you may have at (312) 364-8955.

Sincerely,



Elizabeth M. Hennessy

EMH/kdb

*William Blair & Company®*  
*Limited Liability Company*

July 20, 2009

Dr. Ellen Correll  
Superintendent and  
Mr. Brad Goldstein  
Chief School Business Official  
Community Consolidated School District Number 46  
565 Frederick Road  
Grayslake, IL 60030

**Re:     \$5,749,893.90 General Obligation School Bonds, Series 1999**  
         **\$9,449,899.20 School Bonds, Series 2000B**  
         **\$3,999,955 General Obligation Capital Appreciation School Bonds, Series 2001**  
         **\$3,497,695.75 General Obligation Capital Appreciation School Bonds, Series 2002**  
         **\$46,980,000 General Obligation School Bonds, Series 2005**

Ladies and Gentlemen:

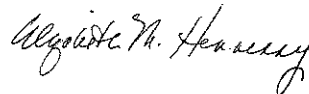
This will confirm that William Blair & Company, L.L.C. ("*Blair*") will assist Community Consolidated School District Number 46 (the "*Issuer*") in satisfying certain of the Issuer's information dissemination obligations for fiscal year 2009 under the Issuer's Continuing Disclosure Undertaking relating to the above-captioned bonds (the "*Undertaking*"). At least 30 days prior to the date that the Issuer is required to disseminate its Annual Financial Information (as described in the Undertaking), the Issuer will supply to Blair all of the information necessary to compile such Annual Financial Information. Using the information that Blair receives from the Issuer, Blair will compile the Issuer's Annual Financial Information and will disseminate it to each the Municipal Securities Rulemaking Board (the "MSRB").

Blair is not responsible for (i) the accuracy, completeness or fairness of the Issuer's Annual Financial Information, (ii) requesting or disseminating any material event information relating to the Issuer, (iii) any amendments to the Undertaking made without Blair's knowledge or (iv) reminding the Issuer of its obligations under the Undertaking. Unless Blair receives all necessary information at least 30 days before the required dissemination date, Blair shall not be responsible for the timely dissemination of such data.

The Issuer shall pay Blair an all-inclusive flat fee of \$2,750 for collection, computation, review, duplication and dissemination of the information related to the Continuing Disclosure Undertaking. **Please indicate the Issuer's acceptance and understanding of the terms of Blair's engagement as described above by signing this letter in the space set forth below and returning it by August 1, 2009.**

Very truly yours,

WILLIAM BLAIR & COMPANY, L.L.C.



By \_\_\_\_\_

Agreed and accepted as  
of the date set forth above:

COMMUNITY CONSOLIDATED SCHOOL DISTRICT NUMBER 46

By \_\_\_\_\_

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46**  
**Grayslake, Illinois**

**PROPOSAL SUMMARY**

**Presenter**

**Brad Goldstein**

**Dates**

**Presentation to Board:**  
October 7, 2009

**Board action if required:**  
October 21, 2009

**PROPOSAL RECOMMENDATION**

**BLEACHER AND BACKBOARD SERVICE**

Administration is recommending approval of E.T. Paddock Enterprises, Inc. to provide bleacher and backboard services for CCSD 46. This is our current vendor. They are the lowest responsible qualified bidder.

**Rationale: (Why needed/requested):**

To perform inspection and service on the district bleachers and backboards.

**Cost/Budget Implication/Account Charged:**

Attached bid tabulation sheet shows costs. This will be charged to the Operation and Maintenance Fund

**Board Disposition: Action Needed X Information Only\_\_**

Approval required by Board

**Comments:**

Although Structure and Site was much lower than the other two bidders, they did not have adequate references, did not have prior work that met our requirements, and has not shown any experience with bleachers. We did not feel that they met the requirements of the lowest responsible qualified bidder.

**Dates of service**  
October 1, 2009- June 30, 2012  
Once per year service

Once per year service

School Name	Address	Bleachers	Cost	Cost	Cost	Backstops	Cost	Cost
Avon School	1617 N. Rt. 83, Round Lake Beach, IL 60073	4 sections, 4 rows high (Hussey)	\$705.00	\$726.00	\$726.00	4 Basketball Backstops	\$700.00	\$721.00
Frederick School	595 Frederick Rd., Grayslake, IL 60030	3 sections 10 rows high (Hussey)	\$830.00	\$854.00	\$854.00	14 Basketball Backstops	\$2,450.00	\$2,523.00
Grayslake Middle School	440 N. Barron Blvd., Grayslake, IL 60030	6 sections, 6 rows high and 4 sections, 5 rows high (Hussey)	\$1,110.00	\$1,143.00	\$1,143.00	12 Basketball Backstops	\$2,100.00	\$2,163.00
Meadowview School	291 Lexington Lane, Grayslake, IL 60030		\$0.00	\$0.00	\$0.00	6 Basketball Backstops	\$1,050.00	\$1,081.00
Princetonview School	103 E. Belvidere Rd., Hainesville, IL 60030	2 sections, 4 rows high (Hussey)	\$240.00	\$247.00	\$247.00	6 Basketball Backstops	\$1,050.00	\$1,081.00
Woodview School	340 Alleghany Rd., Grayslake, IL 60030		\$0.00	\$0.00	\$0.00	6 Basketball Backstops	\$1,050.00	\$1,081.00
Park Campus	400 W. Townline Rd., Round Lake, IL 60073	3 sections, 18 rows high, and 3 sections, 13 high (Hussey)	\$2,185.00	\$2,250.00	\$2,250.00	14 Basketball Backstops	\$2,450.00	\$2,523.00
		<b>Total</b>	\$5,070.00	\$5,220.00	\$5,220.00		\$10,850.00	\$11,173.00
		<b>Grand Total</b>						\$48,706.00

**Dates of service**  
**October 1, 2009- June 30, 2012**  
**Once per year service**

[illegible]

**Dates of service**  
October 1, 2009- June 30, 2012  
Once per year service

Structure and Site						
School Name	Address	Bleachers	2009 Cost	2010 Cost	2009 Cost	2010 Cost
Avon School	1617 N. Rt. 83, Round Lake Beach, IL 60073	4 sections, 4 rows high (Hussey)	\$400.00	\$400.00	4 Basketball Backstops	\$150.00
Frederick School	595 Frederick Rd., Grayslake, IL 60030	3 sections 10 rows high (Hussey)	\$375.00	\$375.00	14 Basketball Backstops	\$250.00
Grayslake Middle School	440 N. Barron Blvd., Grayslake, IL 60030	6 sections, 6 rows high and 4 sections, 5 rows high (Hussey)	\$425.00	\$425.00	12 Basketball Backstops	\$225.00
Meadowview School	291 Lexington Lane, Grayslake, IL 60030		\$0.00	\$0.00	6 Basketball Backstops	\$150.00
Prairieview School	103 E. Belvidere Rd., Hainesville, IL 60030	2 sections, 4 rows high (Hussey)	\$325.00	\$325.00	6 Basketball Backstops	\$150.00
Woodview School	340 Altheahny Rd., Grayslake, IL 60030		\$0.00	\$0.00	6 Basketball Backstops	\$150.00
Park Campus	400 W. Townline Rd., Round Lake, IL 60073	3 sections, 18 rows high, and 3 sections, 13 high (Hussey)	\$550.00	\$550.00	14 Basketball Backstops	\$250.00
	<b>Total</b>		\$2,075.00	\$2,075.00		\$1,325.00
	<b>Grand Total</b>					\$10,325.00



## **Tutorials Available**

\* Available in Spanish

### **403(b)**

On July 26, 2007, the Internal Revenue Service released the final 403(b) regulations for public school employee retirement plans. This regulation requires school districts that sponsor a 403(b) plan to offer all employees the opportunity to set aside money on a tax-deferred basis for retirement using a payroll deduction process. Developed by Carleen Pierce of Canandaigua City School District in partnership with OMNI, this tutorial will help school employees understand the basic regulations which the school district imposes for participants in these programs. More specifically, you will learn about the Universal Availability Requirement, what a 403(b) plan is, the benefits of participating, who is eligible to participate, and what the contribution limits are.

### **A Guide for Substitute Teachers**

This tutorial provides Substitute Teachers with tips, advice, and best practices as they embark upon their substitute assignments. More specifically, substitutes will learn about preparation techniques, the responsibilities of substitute teaching, instructional delivery methods, classroom management, "tools" for a substitute, professionalism and confidentiality, dress codes, attitudes and general tips from other teachers and substitutes.

### **ADAAA**

On September 25th, 2008, the Americans with Disabilities Act Amendment Act, otherwise known as the ADA Amendment Act was signed into law and becomes effective on January 1st, 2009. The statute both expands the definition of "disability" and broadens employee protections. Written by Jared Koesten of the KOHR Group Human Capital Consulting, this tutorial will instruct you about the new Americans with Disabilities Act Amendment Act and your obligations as an employer.

### **ADHD**

Written by Melinda McGuffin, Director of Special Education at Leyden High School District 212, this tutorial provides the latest information for Attention Deficit Hyperactivity Disorder or ADHD. More specifically, the objectives for the tutorial include: ADHD statistics and facts; what ADHD is; diagnosing ADHD; identification of the three subtypes of ADHD; treatment of ADHD including behavioral, pharmacological, and multimodal methods; managing teenagers as opposed to children; and what successful school programs include

### **Alcohol and Drug Awareness**

Employee substance abuse has a tremendous impact on an organization's productivity and profitability. This tutorial identifies statistics involving drugs and alcohol, provides a strategy for combating substance abuse, identifies signs of abuse, and provides a plan for addressing the problem through employee discipline.

### **Allergy Management**

The incidence of allergies in children has increased significantly in the last two decades. School districts can reduce the risk of exposure to allergens by working with students, parents, and physicians to minimize risks and provide a safe educational environment for students with allergies. Written by Deanna Culberson, a school nurse at Utica Community Schools, this tutorial will review allergic reactions, common allergens, Peanut Safe Zones, why there are more allergies now, symptoms of allergies, medications for both minor and major reactions, who can carry EpiPens, EpiPen use, treatment of allergies, allergy management plans and school allergy checklists.

### **Asthma**

Asthma is a major public health problem. Nearly five million children have asthma. It affects at least two students in every classroom of 30. It is the most common chronic illness cause of school absenteeism. This tutorial's goal is to support student management of asthma in the classroom through teacher education.

### **Autism**

The Individuals with Disabilities Education Act has mandated that school aged children from ages 3 to 21 receive a "free and appropriate education in the least restrictive environment." This has resulted in a large



percentage of students with autism, Asperger syndrome, non-verbal learning disorder, and pervasive developmental disorder being included in regular public schools and classrooms. The main objective for this tutorial is to support school security personnel in maintaining a safe and secure learning environment in schools where students with autism spectrum disorders are among the learners.

### **Back Safety**

More than one million workers suffer back injuries each year. Back injuries account for one of every five workplace injuries or illnesses. According to the Bureau of Labor Statistics, approximately 25 percent of all compensation indemnity claims involve back injuries, costing employers billions of dollars. Written by Villa Environmental, this tutorial teaches proper techniques and procedures for back safety.

### **Bloodborne Pathogens**

This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are a reasonable risk of exposure to blood and other infectious material. The training must be completed at the time of initial assignment and annually thereafter. The Employer Exposure Control Plan as well as workplace and job duty specific requirements are the responsibility of the employer.

### **Bullying**

Written by Mhora Newsom-Stewart, Ph.D., the Director of Collaborative Evaluation and Strategic Change in Health and Education at the EDUCATION CONNECTION, this tutorial advocates the establishment of good school climate in reducing aggressive behaviors. Objectives for the tutorial include defining bullying, describing the impact bullying has on the aggressor, the target and the by-stander, understanding the increasing frequency of school shootings, identifying the characteristics shared by all school shooters, and how to develop a positive school climate.

### **Child Abuse**

Child abuse has long-term effects on children and the rest of society. Each person in the general population has a role to play in preventing child abuse. The first step in helping abused children is learning to recognize the signs of child abuse. In this tutorial, you will learn about the four types of abuse including their definitions and their signs; how to respond to a child's disclosure; how to report the suspected abuse; and about the confidentiality of the report.

### **Computer Use Policies**

Vast educational value may be acquired through proper usage of the internet and other computerized information resources. Along with the enormous value that the internet provides, the risk of abuse is always present. In this tutorial, users will learn about appropriate vs. inappropriate usage of computerized information resources in the workplace specifically as they relate to educational institutions.

### **Copyright Law for Educators**

This tutorial enables instructors and students to understand and adhere to copyright laws and regulations. Reviewed for accuracy and completeness by Ken Salomon from Dow, Lohnes and Albertson, the tutorial will be continually updated to reflect any amendments to the Copyright Act. Content includes basic copyright purposes and provisions, fair use guidelines, the educational use exemption, licensing, infringement penalties, and voluntary guidelines.

### **Corporal Punishment**

Written by Roy Henley of Thrun Law Firm, Corporal Punishment is specific to Michigan law. More specifically, the tutorial contains the following information: The Michigan Revised School Code, Exemptions to the Michigan Revised School Code, Who the code applies to, Physical Force that is Allowed, The "Necessary" and "Reasonable" standard, Special Education Student Restraint and Seclusion Techniques, Consequences of Violation, Statutory Immunity, Coverdell Teacher Protection Act, Qualified immunity, Michigan Child Protection Law, Reporting/Failing to Report, and School District Policy-based Standards.

### **Cyber Bullying**

Thousands of children are assaulted physically, verbally, or emotionally each day of school throughout the United States. "The National Education Association estimates that 160,000 students miss school every day because of fear of attack or intimidation by a bully". However, with the advancements of today's technology and the availability of this technology to our young children, a new and more devastating form of bullying called cyber bullying is emerging as an advanced method of inflicting social cruelty to its victims in a way that surpasses conventional bullying methods. Written by Nathan Kleefisch from the Tri-Creek School Corporation, in this tutorial, you will learn about the general characteristics of cyber bullying; about the definition of cyber bullying; to identify the roles of the bully, victim and the bystanders relative to cyber bullying; and to identify ways in which schools and adults can reduce school violence and cyber bullying.

### **Diabetes**

Diabetes is the most prevalent chronic disease among children and adolescents. Studies have estimated that diabetes affects approximately 1 in 400 school-age children and with increasing trends of childhood obesity, this number is continually rising. As a teacher, you will likely have the responsibility of caring for the safety and education of a child afflicted with diabetes. Written by Brittany Gage, GCN's Research & Writer, you will learn the following objectives in this tutorial: What is Diabetes, Types of Diabetes, Symptoms, Health Risks, How is Diabetes Managed, Low Blood Glucose, High Blood Glucose, Elements of Diabetes Management, Who is Responsible, Diabetes Medical Management Plan (DMMP), Education Plan, Diabetes and the Law, And emphasizing nutrition and exercise.

#### **Discrimination**

Issues related to discrimination in employment are varied. Anyone in a position of authority over another employee (whether direct or indirect) needs to be aware of the many ways discrimination may occur, whether it is intentional or, and more likely, unintentional. This tutorial will review the definition of discrimination; protected classifications and how they became protected; policies of non-discrimination and the rights of employees to make a claim; handling a claim of discrimination; and supervisory responsibilities.

#### **Diversity**

The demographics of America's population have significantly changed. Minority populations continue to grow. And there are more employees with physical and mental disabilities in the work place. This diverse population is the pool of future employees, supervisors, students, teachers, etc. The labor pool is also expected to diminish with the upcoming retirement of baby boomers. It is expected that their will not be enough individuals to fill the open jobs. In this tutorial developed by Toni Talbot of Human Resource Management Services, you will learn what diversity is and why it is important; learn how to make diversity part of your organization's culture via policy, practice and training; learn that diversity is more about respect and appreciation of others rather than differences; and you will learn that it takes time, determination and planning to instill diversity but that the gain is worth the effort.

#### **FERPA**

This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and State Special Education rules and regulations. Upon completion of this tutorial, staff will gain a knowledge of the law and policies; an understanding of their responsibilities; and an understanding of how to protect a family's right to privacy.

#### **Fire Extinguisher**

How to Properly Use a Fire Extinguisher: OSHA mandates that if a workplace has fire extinguishers available for employee use, the employer must notify their workers about the general principles of fire extinguisher use. This tutorial reviews the types of fires, types of fire extinguishers, the rules for fighting fires, fire extinguisher use, fire extinguisher inspection, and fire extinguisher maintenance.

#### **First Aid in Schools**

Being familiar with first aid procedures can significantly reduce the risk of death or serious injury. First Aid has three major goals: To preserve life, prevent further harm, and promote recovery. This tutorial will illustrate your role in achieving these goals and providing safety in the classroom.

#### **FLSA**

The Fair Labor Standards Act of 1938, as amended, also known as FLSA is the federal law establishing minimum wage, overtime pay, recordkeeping, and youth employment standards. These standards impact more than 100 million workers in both the public and private sectors. The FLSA is intended to set basic wage and hour standards to protect the best interest of the American workforce. Written by Jared Koesten of the KOHR Group Human Capital Consulting, this tutorial will instruct you about the four areas FLSA oversees; exemptions; the Fair Minimum Wage Act of 2007; overtime pay; recordkeeping; Youth Employment; employment practices; FLSA administration and Enforcement; what employers must do for Compliance; and Penalties.

#### **FMLA**

Written by Daniel R. Murphy of McLocklin, Murphy & Dishman LLP, this tutorial reviews the three conditions required for employee eligibility for benefits under the Act. Condition 1: The employee must have worked for the district for at least 12 calendar months. Condition 2: The employee must have actually worked at least 1,250 hours during the most recent 12 months. Condition 3: The employee must work at a worksite with at least 50 employees within 75 miles of the worksite. Several examples are also provided.

#### **Food Safety**

Foodborne illness affects millions of persons each year and costs billions of dollars due to loss of consumers, negative publicity, loss of reputation, legal fees, and lost days from work due to illness. The number one way to avoid allegations of food borne illness is to have a comprehensive food safety program with management

commitment and well-trained employees. Developed by Diane Schweitzer of the School City of Hammond, this tutorial will show you how you can accomplish such a successful food safety program.

**Forklift Safety**

It is a violation of Federal law for anyone under 18 years of age to operate a forklift or for anyone 18 or over who is not properly trained and certified to do so. Developed in partnership with Enviroair, this tutorial describes the rules and responsibilities required for correct forklift safety.

**Fraud Prevention**

Fraud and theft costs school districts, colleges and universities millions of dollars every year, dollars that can be used for the direct benefit of educating students. Written by Diane Schweitzer of the School City of Hammond, in this tutorial, you will learn: The definition of fraud; Who commits fraud; Legal and social implications of fraud; Why people commit fraud; What motivates employees to commit fraud; What conditions present the opportunity to commit fraud; How administrators may unwittingly allow fraud to occur; About risky environments for fraud; Items typically targeted for fraud; What raises auditor red flags for fraud; How educational administrators can be more vigilant about fraud; And about internal control measures to prevent fraud.

**General Harassment**

Employees now have a reasonable expectation that they will be treated respectfully and professionally by their co-workers, vendors, and especially their boss. Essentially, employees know that they will not be harassed on the basis of their gender, age, race, religion, national origin, or other protected classification. In this tutorial, you will learn about the concept of harassment, employers' responsibilities, employees' responsibilities, potential consequences for violations, and taking personal responsibility.

**Hand Washing**

Hand washing is a simple habit most people do without thinking. Yet hand washing, when done properly, is one of the best ways to avoid getting sick and can significantly reduce the spread of infectious diseases. This tutorial will discuss the dangers of not washing your hands; diseases commonly spread through hand contact; food related illnesses; when you should wash your hands; what to wash hands with; proper hand washing with soap and water; and proper use of an alcohol-based hand sanitizer.

**Hazard Communications**

This tutorial provides the minimum legal compliance required for the Hazard Communications Standard. According to this standard, every employee has the right to know about any operation in his or her work area when hazardous chemicals are present. The training must be completed at the time of initial assignment and whenever a new chemical is introduced into the employee's work area.

**HIPAA**

On April 14, 2003, the "Privacy Rule" of the federal Health Insurance Portability and Accountability Act of 1996 or "HIPAA" came into effect. This regulatory scheme for the first time provides nationally applicable privacy standards regarding personal health information. This tutorial provides an overview of the Privacy Rule as it applies to employers outside of the healthcare industry.

**Interviewing Skills**

Developed in partnership with Hiring Solutions, Inc., this tutorial describes the three basic steps to the interview process (pre-interview preparation, the interview itself, and the post-interview follow-up), reviews lawful and unlawful questions that can be asked during an interview, and provides sample job related questions.

**Ladder Safety**

Under the provisions of the OSHA standard, employers must provide a training program for each employee using ladders. The program must enable each employee to recognize hazards related to ladders and to use proper procedures to minimize these hazards. Written by Villa Environmental, this tutorial will review training requirements, general requirements, key requirements for fixed ladders, ladder safety devices and related support systems for fixed ladders, use and placement of all ladders, ladder safety when using a ladder and structural defect procedures.

**Lock-out Tag-out**

According to OSHA 29 CFR 1910.147, it is required that all equipment be locked out during servicing and/or maintenance work to protect against accidental or inadvertent activation that could result in personal injury or equipment damage. Written by Villa Environmental, this tutorial establishes the minimum requirements for the lockout of energy sources whenever maintenance or servicing work is done on machines or equipment.

**Mold Indoor Air Quality**

Concern about indoor exposure to mold has been increasing as the public becomes aware that exposure to mold can cause a variety of health effects and symptoms, including allergic reactions. Health concerns are an

important reason to prevent mold growth and to clean up molds in indoor environments. Written by Villa Environmental, this tutorial is a guide for building managers, maintenance personnel, custodians, and others who are responsible for commercial, governmental or school buildings and operations. Using this tutorial, individuals with little or no mold experience should be able to make a reasonable decision as to whether the situation can be handled by your own staff.

### **Office Ergonomics**

Ergonomics is a discipline that involves arranging the environment to fit the person in it. When ergonomics is applied correctly in the work environment, visual and musculoskeletal discomfort and fatigue are reduced significantly. Written by Villa Environmental, in this tutorial you will learn what is ergonomics, two categories of ergonomic factors, definition of Cumulative Trauma Disorders (CTD's), risk factors of office related CTDs, types of repetition tasks that cause CTDs, awkward positions that cause CTDs, excessive force tasks that cause CTD's, prevention Strategies for CTD's, signs and Symptoms of CTD's, headaches/eyestrain, and ergonomic products.

### **Personal Protection Equipment**

Developed in partnership with the Michigan School Business Officials (MSBO), this tutorial describes the types of equipment most commonly used for the protection of the head, eyes and face, ears, respiratory, torso, arm and hand, and foot and leg. The personal protection equipment information described in this tutorial is framed in general terms and is intended to complement the relevant OSHA regulations and requirements.

### **Playground Safety**

Developed in partnership with the Michigan School Business Officials (MSBO), this tutorial describes playground safety precautions including surfacing, use/fall zone for equipment, layout and design of playgrounds, general hazards, supervision guidelines, inspection, maintenance and record keeping. It was developed as a guideline to help communities, school, day-care centers and other groups build safe playgrounds.

### **School Bus Driver Safety**

Written by Mark Niewonder of the Van Buren Intermediate School District, an authority in School Bus Driver Safety, this tutorial provides the school bus driver with several tips to safely carry out their daily school bus driving tasks. The content includes: Injury Protection, Passenger Management, Post-Trip Inspection, Dealing with Emergency Situations, and Positive Parent Contacts Methods.

### **Sexual Harassment**

This tutorial educates employees about the basics of sexual harassment (including how to prevent it in the workplace), what to do if you feel you have been sexually harassed, and what to do if you witness or are a victim of sexual harassment. Reviewed for accuracy and completeness by Dow, Lohnes and Albertson, the tutorial also provides several sexual harassment case scenarios.

### **Slip & Fall Prevention**

Slips and falls are the second leading cause of accidental death in the workplace and are one of the most costly types of workers' compensation and general liability claims. Written by Rick Villa of Villa Environmental, in this tutorial you will learn how slips occur; how trips and falls occur; about trips and falls on stairs; about various slip, trip and fall trouble zones; about cleaning spills; how to prevent slips, trips and falls; how to fall properly; what to do if a slip, trip or fall occurs; and about the employee role in preventing slips, trip and falls.

### **State and Federal Laws Review**

This tutorial provides a summary of selected laws that gives your employees basic understanding of the regulations contained within them. The laws include Drug Free Workplace and Substance Abuse, Family and Medical Leave Act, Equal Employment Opportunity / Non-Discrimination, Sexual Harassment, Continuation of Benefits, Asbestos, Family Education Right to Privacy Act among others.

### **Steroid Use**

Steroid use by high school students, especially by athletes, has become an issue of national concern, especially with the media attention on illicit steroid use by professional athletes. Students look to professional athletes as role models, admiring them for athletic abilities and record-setting feats. Students wishing to attain the same level of success may look to performance enhancing, non-prescription steroids as a shortcut to achieve the same results as star athletes. Written by Diane Schweitzer of the School City of Hammond, this tutorial describes what steroids are, how they are used by licensed physicians, how they may be used illegally for performance enhancing purposes, symptoms and side effects of steroid use, and what school administrator can do about steroid use.

### **Steroid Use Awareness**

Steroid use by high school students, especially by athletes, has become an issue of national concern, especially with the media attention on illicit steroid use by professional athletes. Students look to professional

athletes as role models, admiring them for athletic abilities and record-setting feats. Students wishing to attain the same level of success may look to performance enhancing, non-prescription steroids as a shortcut to achieve the same results as star athletes. Written by Diane Schweitzer of the School City of Hammond, this tutorial describes what steroids are, how they are used by licensed physicians, how they may be used illegally for performance enhancing purposes, symptoms and side effects of steroid use, and what school administrator can do about steroid use.

**Swine Flu**

Novel H1N1 (referred to as "swine flu" early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. This virus is spreading from person-to-person worldwide, probably in much the same way that regular seasonal influenza viruses spread. On June 11, 2009, the World Health Organization (WHO) signaled that a pandemic of novel H1N1 flu was underway. This tutorial provides a general overview of the swine flu. The content comes from the Centers for Disease Control and Prevention.

**Swine Flu -- Higher Ed Action Plan**

This tutorial is meant for administrators in Higher Education and contains recommendations from the Center for Disease Control and Prevention.

**Swine Flu -- School Action Plan**

The Swine Flu -- School Action Plan tutorial is meant for administrators at K – 12 schools. It includes recommendations from the Centers for Disease Control and Prevention (CDC) on school dismissal for K – 12 schools. School dismissal are an important part of a comprehensive, layered mitigation approach aimed at reducing disease transmission and associated morbidity and mortality during the 2009 Swine Flu virus outbreak in the US.

**Videoconferencing Success Strategies**

This tutorial provides Interactive Television (ITV) instructors, ITV students and any other staff conducting or participating in a videoconference with the knowledge and skills required to achieve success in that medium. Content areas include why videoconferencing, types of connectivity, the equipment, visual impact, tips for success, and legal and ethical considerations.

**Workplace Violence**

Employers and their staff must be diligent and have a degree of knowledge on how to deal with acts of violence in the workplace. In this tutorial written by Toni Talbot from Human Resource Management Services, LLC, you will learn about the types of violence both direct and implied; sources of violence; methods of prevention; policies and procedures for workplace violence; dealing with the aftermath; recognizing that you can not do everything to prevent violence; and the potential liability of workplace violence.

**Community Consolidated School District 46**

Position	Benefits										Leaves Available To Be Used			
	District	District	District	District	District	District	District	District	District	District	Number of	Number of	Sick	Personal
Administrative Certificates	Paid THIS	Paid TRSE	Health	Dental	Life	Total	Benefits	Salary +	Benefits	Total	Vacation	Days	Days	Days
	0.0147	0.0058	Ins.	Ins.	Ins.	Ins.	Ins.	Benefits	Benefits	Benefits	Days	Days	Days	Days
Superintendent/Director of Pupil Services	\$ 2,658	\$ 1,158	\$ 18,073	\$ 405	\$ 425	\$ 22,720	\$ 22,720	\$ 222,326	\$ 222,326	\$ 222,326	25	15	15	3
Assistant Superintendent for Teaching, Learning and Assessment/Principal Avon School	\$ 1,505	\$ 655	\$ -	\$ -	\$ 60	\$ 2,220	\$ 2,220	\$ 115,223	\$ 115,223	\$ 115,223	25	15	15	3
Chief School Business Official	\$ 1,448	\$ 630	\$ 4,942	\$ 223	\$ 60	\$ 7,303	\$ 7,303	\$ 115,995	\$ 115,995	\$ 115,995	25	15	15	3
Principal Grayslake Middle School	\$ 1,398	\$ 609	\$ -	\$ -	\$ 60	\$ 2,067	\$ 2,067	\$ 107,043	\$ 107,043	\$ 107,043	25	15	15	3
Assistant Principal Grayslake Middle School	\$ 1,088	\$ 474	\$ 4,942	\$ 166	\$ 60	\$ 6,730	\$ 6,730	\$ 88,407	\$ 88,407	\$ 88,407	20	15	15	3
Principal Frederick School	\$ 1,508	\$ 657	\$ 4,942	\$ 166	\$ 60	\$ 7,333	\$ 7,333	\$ 120,535	\$ 120,535	\$ 120,535	25	15	15	3
Assistant Principal Frederick School	\$ 1,274	\$ 555	\$ -	\$ -	\$ 60	\$ 1,889	\$ 1,889	\$ 97,525	\$ 97,525	\$ 97,525	20	15	15	3
Principal Park Campus	\$ 1,413	\$ 615	\$ -	\$ -	\$ 60	\$ 2,088	\$ 2,088	\$ 108,156	\$ 108,156	\$ 108,156	25	15	15	3
Assistant Principal Park Campus	\$ 1,139	\$ 496	\$ 4,942	\$ 166	\$ 60	\$ 6,804	\$ 6,804	\$ 92,347	\$ 92,347	\$ 92,347	20	15	15	3
Principal Prairieview School	\$ 1,479	\$ 644	\$ 8,585	\$ -	\$ 60	\$ 10,768	\$ 10,768	\$ 121,819	\$ 121,819	\$ 121,819	25	15	15	3
Principal Meadowview School	\$ 1,535	\$ 668	\$ -	\$ -	\$ 60	\$ 2,263	\$ 2,263	\$ 117,500	\$ 117,500	\$ 117,500	25	15	15	3
Principal Woodview School	\$ 1,398	\$ 609	\$ 4,942	\$ -	\$ 60	\$ 7,009	\$ 7,009	\$ 111,986	\$ 111,986	\$ 111,986	25	15	15	3
Assistant Director of Pupil Services	\$ 1,203	\$ 524	\$ 4,942	\$ 166	\$ 60	\$ 6,895	\$ 6,895	\$ 97,192	\$ 97,192	\$ 97,192	20	15	15	3
Curriculum Coordinator	\$ 1,088	\$ 474	\$ 4,942	\$ 166	\$ 60	\$ 6,730	\$ 6,730	\$ 88,408	\$ 88,408	\$ 88,408	20	15	15	3

**Community Consolidated School District 46**

Position	Name	Total Years of Service	Salary			Bonus	SubTotal	District paid TRS	TRS	
			2009-2010	Base Salary	Other Salary				Reportable Income	(Salary+TRS)
Superintendent/Director of Pupil Services	Ellen Correll	4	261	\$ 170,844	\$ 10,000	\$ -	\$ 180,844	\$ 18,763	\$ 199,607	\$ 199,607
Assistant Superintendent for Teaching, Learning and Assessment/Principal Avon School	Margaret L. Barkley	11	261	\$ 97,380	\$ 5,000	\$ -	\$ 102,380	\$ 10,622	\$ 113,002	\$ 113,002
Chief School Business Official	Bradley E. Goldstein	1	261	\$ 98,475		\$ -	\$ 98,475	\$ 10,217	\$ 108,692	\$ 108,692
Principal Grayslake Middle School	Marcus Smith	6	261	\$ 95,109		\$ -	\$ 95,109	\$ 9,868	\$ 104,978	\$ 104,978
Assistant Principal Grayslake Middle School	Karen Wiesner	10	261	\$ 74,000		\$ -	\$ 74,000	\$ 7,678	\$ 81,678	\$ 81,678
Principal Frederick School	Eric Detweiler	15	261	\$ 102,562		\$ -	\$ 102,562	\$ 10,641	\$ 113,203	\$ 113,203
Assistant Principal Frederick School	Cathy Santelle	11	261	\$ 86,647		\$ -	\$ 86,647	\$ 8,930	\$ 95,637	\$ 95,637
Principal Park Campus	Craig Keer	9	261	\$ 96,098		\$ -	\$ 96,098	\$ 9,970	\$ 106,068	\$ 106,068
Assistant Principal Park Campus	Vincent Murray	8	261	\$ 77,502		\$ -	\$ 77,502	\$ 8,041	\$ 85,543	\$ 85,543
Principal Prairieview School	Amanda Schoenberg	13	261	\$ 100,613		\$ -	\$ 100,613	\$ 10,439	\$ 111,052	\$ 111,052
Principal Meadowview School	Laura Morgan	15	261	\$ 104,405		\$ -	\$ 104,405	\$ 10,832	\$ 115,237	\$ 115,237
Principal Woodview School	Jeffrey Knap	11	261	\$ 95,109		\$ -	\$ 95,109	\$ 9,868	\$ 104,977	\$ 104,977
Assistant Director of Pupil Services	Sarah Danielwicz	1	261	\$ 81,810		\$ -	\$ 81,810	\$ 8,488	\$ 90,298	\$ 90,298
Curriculum Coordinator	Matthew Melamed	6	261	\$ 74,000		\$ -	\$ 74,000	\$ 7,678	\$ 81,678	\$ 81,678